



## EMPLOYMENT OPPORTUNITY

# Tiny Tot Instructor

(Unclassified / Part-time)  
Recruitment Number: 05-022

Salary: \$11.13 - \$13.53 / Hourly

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

### POSITION SUMMARY

The City of Chula Vista Recreation Department currently has 4 openings for the position of Tiny Tot Instructor. These positions generally work up to 20 hours per week and should be willing and able to work morning, afternoons and weekends. A Tiny Tot Instructor will be responsible for planning and carrying out an educational program to help prepare children for kindergarten. This position may supervise and train Tiny Tot Aides. This position will report to the Recreation Supervisor at individual sites. **NOTE:** Successful completion of a criminal background check for individuals over the age of 18 and a negative test for TB will be required prior to reporting for work.

### ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Plan, organize, promote and instruct a comprehensive activity program for children 3-5 years of age; develop and implement age-appropriate curriculum that will foster learning, motor development, socialization skills and positive self-esteem; provide an academic component in order to help children prepare for kindergarten; instruct, manage and supervise class participants at all times; administer first aid when appropriate; monitor conditions of equipment and facilities, complete attendance records, reports and other documents utilizing computers and related software programs; promote interest and participation of program by various means of publicity; make recommendations regarding scheduling equipment needs, program content and changes; may supervise and train Tiny Tot Aides; may perform light custodial task; build and maintain positive working relationships with co-workers, city employees and the public using good customer service principles.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination of experience, education and training equivalent to completion of the 12<sup>th</sup> grade supplemented by 30 units in child development or a closely related field at an accredited college or university and two years part-time or full-time teaching or assisting with organized group activities for children 3-5 years of age in a municipal, non-profit or commercial setting. **Licenses & Certifications:** Possession of valid California Driver's License, and must be able to attain within 30 days of employment a basic CPR and American Red Cross First Aid Certification.

**Knowledge, Skills and Abilities:** Knowledge of: basic objectives of recreational classes and activities; develop motor and learning skills such as storytelling, arts and crafts, music, specialized games and physical activities; knowledge of computer equipment and software applications related to assignment; monitor and supervise children; maintain discipline and safety practices; read, write and understand the English language; make oral presentations; complete forms, reports and compile statistical information; communicate positively and effectively with participants, parents, and the general public utilizing good customer service principles; administer first aid and CPR; work mornings, afternoons, weekends; set up and inspect various types of equipment.

### PHYSICAL DEMANDS

Must be able to on a continuous basis, stand and walk while supervising participants; safely lead and interact with participants in active recreation, games, and group activities for pre-school age children; intermittently sit, bend, squat, kneel; reach above and below the shoulders; lift and carry supplies weighing up to 25 pounds; perform routine custodial duties; verbal ability to communicate in person and by telephone; must possess sufficient eyesight to supervisor participants in an indoor and outdoor setting.

### APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail. **NOTE:** This recruitment will remain "open" on a continuous basis. All applications for this position will be maintained for a period of one year only.

Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to MediCare). The City and the employee each contribute 3.75% of the employee's salary to PARS.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-509  
Hours: 8 AM – 5 PM Monday - Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • **Job Hotline: (619) 691-5095**

Assigned Staff: Anna Kemery, [akemery@ci.chula-vista.ca.us](mailto:akemery@ci.chula-vista.ca.us) 619-585-5658 Published 2/17/05  
**An Equal Opportunity Employer**

